

Follow this guide to ensure that graphic files are prepared to achieve accurate, timely publishing, without additional costs.

File Formats

- pdf (Portable Document Format)*
- tif (TIFF)
- psd (Photoshop)
- jpg (JPEG)
- eps (Encapsulated Postscript)
- ai (Illustrator)


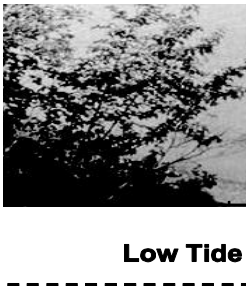
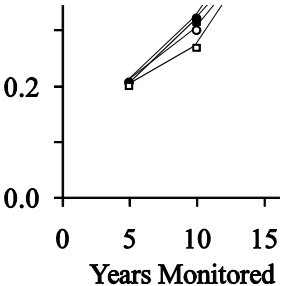
*Please contact your Account Manager to request the Guide to PDF Creation for help creating PDFs from Word, Excel, PowerPoint, InDesign, or Quark.

Color

Use CMYK color space for print images and RGB for online images. Images in RGB color space may have a color shift when printed.

Resolution

- Resolution is accurate only if the image is at the size intended for publication. Quality will decrease if image must be enlarged.
- Color or grayscale: Minimum 300 dpi. Larger than 600 dpi is unnecessary and may slow down file transfer.
- Combination, color, or grayscale with text: Minimum 600 dpi.
- Line/bitmap, text, and lines: Minimum 600 dpi, 1200 dpi optimal.

Color or Grayscale	Combination	Line
300–600 dpi	600–1200 dpi	1200 dpi
		

Text

- Vector format: Embed or outline fonts to avoid text display errors. Fonts will be replaced with our fonts if they are not embedded or outlined.
- Raster format: Save/export at a minimum resolution of 300–600 dpi.

Rules and Lines

- Minimum thickness for lines is 0.25 points.

Multipart

- Combine panels into one image file. If caption contains panel identifiers such as “a”, “b”, “c”, include them in the image panels.